



## **Individual Provider: Rights and Responsibilities on the Referral Registry**

Participation in the Referral Registry is voluntary for providers as well as employers. The Referral Registry is designed to assist workers to find employment and employers to find a worker who is able to fulfill the job requirements. Participation in the registry includes the following:

- **Providing accurate and truthful information on your application;**
- **Choosing the type(s) of service you would be willing to provide:**
  - **Routine;** working on a regularly scheduled basis,
  - **Respite:** providing relief for caregivers who need time off on an infrequent basis,
  - **Back-up:** agreeing to go out on short notice as a back-up when the routine provider is unavailable.
- **Choosing the service category(s) you'd like to work with:**
  - Adults with **Developmental Disabilities**
  - **Children** with Developmental Disabilities ( including behavioral challenges),
  - Persons who are **elderly** who need assistance with activities of daily living,
  - Adults over 18 with physical disabilities.
- **Choosing the time and day you are available to work**
- **Choosing the type of services you are willing to provide**
- **Completing a Washington State Patrol background check every 12 months and:**
  - Completing an FBI fingerprint check if fewer than 3 years in Washington state;
- **Contacting the local HCRR monthly to verify and update your information:**
- **Respecting the employer's right to hire, supervise and terminate employment:**
  - Employment is not guaranteed through participation on the registry
  - HCQA or the HCRR retains the exclusive right to list, refer, suspend or remove a providers name from the registry,
  - You have the right to appeal if you are removed from or denied enrollment on the registry,
  - You may request that your name be removed from the registry at any time.